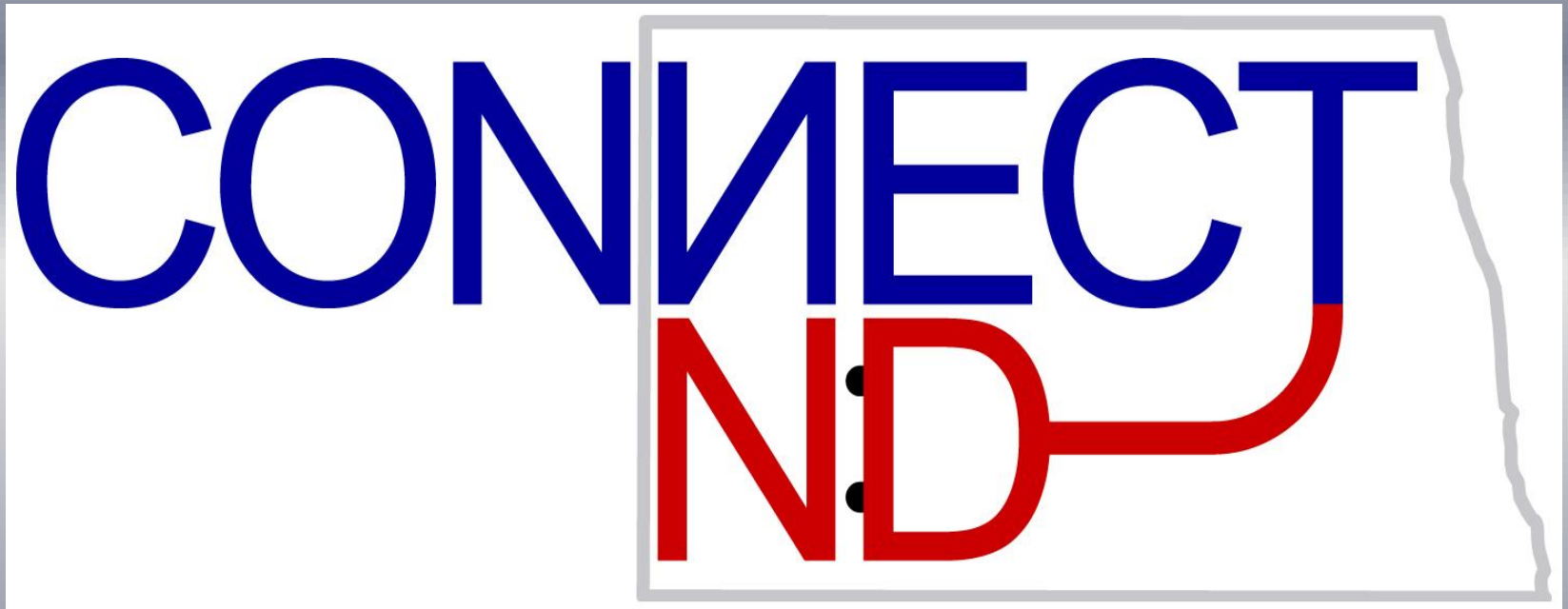
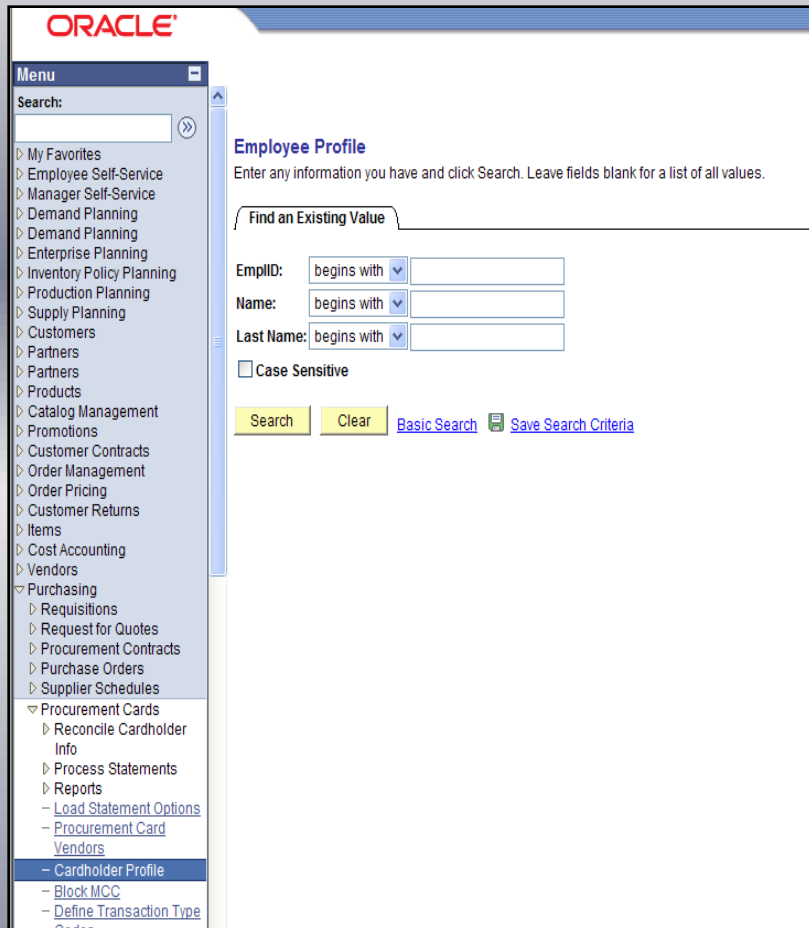


# P-CARD



# Cardholder Profile

Version 8.4

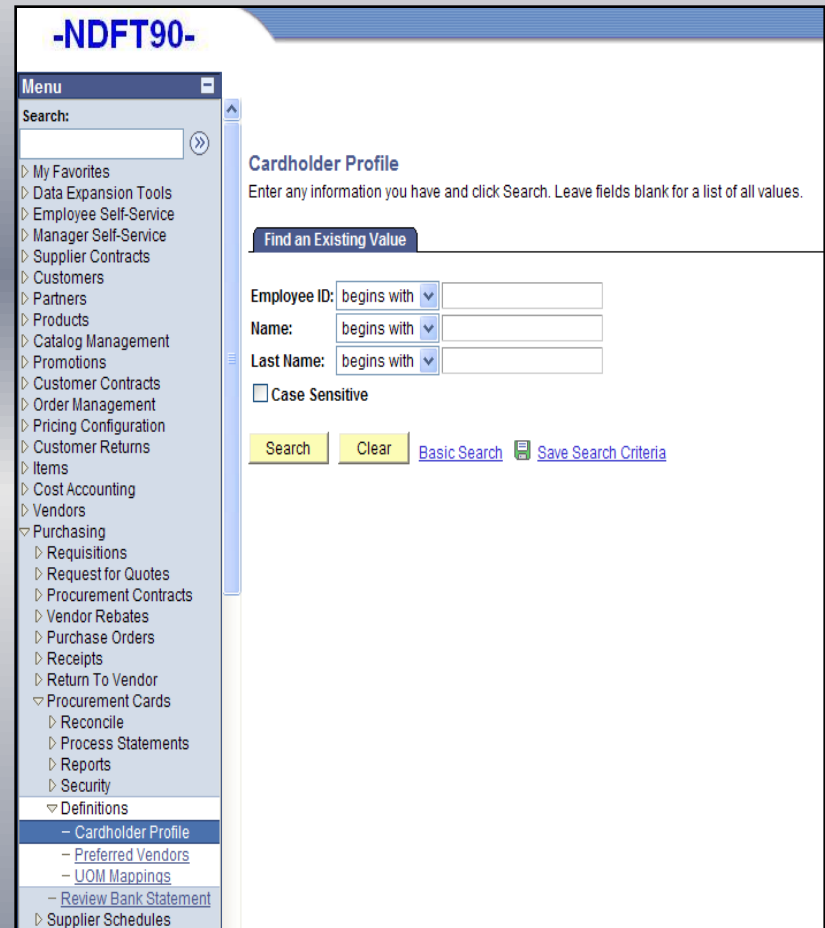


The screenshot shows the Oracle Version 8.4 interface. The top left has the Oracle logo. Below it is a 'Menu' section with a search bar and a list of navigation items. The 'Employee Profile' page is displayed, featuring a search bar, a 'Find an Existing Value' tab, and three input fields for 'EmplID', 'Name', and 'Last Name', each with a 'begins with' dropdown. There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Old Navigation:

Purchasing>Procurement Cards>  
Cardholder Profile

Version 9.0



The screenshot shows the Oracle Version 9.0 interface. The top left has the label '-NDFT90-'. Below it is a 'Menu' section with a search bar and a list of navigation items. The 'Cardholder Profile' page is displayed, featuring a search bar, a 'Find an Existing Value' tab, and three input fields for 'Employee ID', 'Name', and 'Last Name', each with a 'begins with' dropdown. There is a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

New Navigation:

Purchasing>Procurement Cards>  
Definitions>Cardholder Profile

# Proxies

## Version 8.4

ORACLE

Personal Data Proxy Card Data

Deschene, Priscilla K EmplID: 7005301

Authorized Users Customize | Find | View All | First 1 of 1 Last

*User	EmplID	Name
LIGRONVOLD@ND.GOV	0215692	Gronvold, Lynn I

Save Return to Search Previous in List Next in List Notify

Personal Data | Proxy | Card Data

## Version 9.0

-NDFT90-

Personal Data Card Data

Deschene, Priscilla

☐ Display Unmasked Card Number

Card Data Customize | Find | First 1 of 1 Last

Credit Card

*Business Unit	*Card Issuer	*Card Number	*Expiry Date	Date Issued	Proxies	Default Distrib	*Currency
80100	GE	*****6989	08/31/2009	08/14/2006	Proxies	Default Distrib	USD

Save Return to Search Previous in List Next in List Notify

Personal Data | Card Data

-NDFT90-

Assign Proxies

Deschene, Priscilla

GE Card Number: \*\*\*\*\*6989

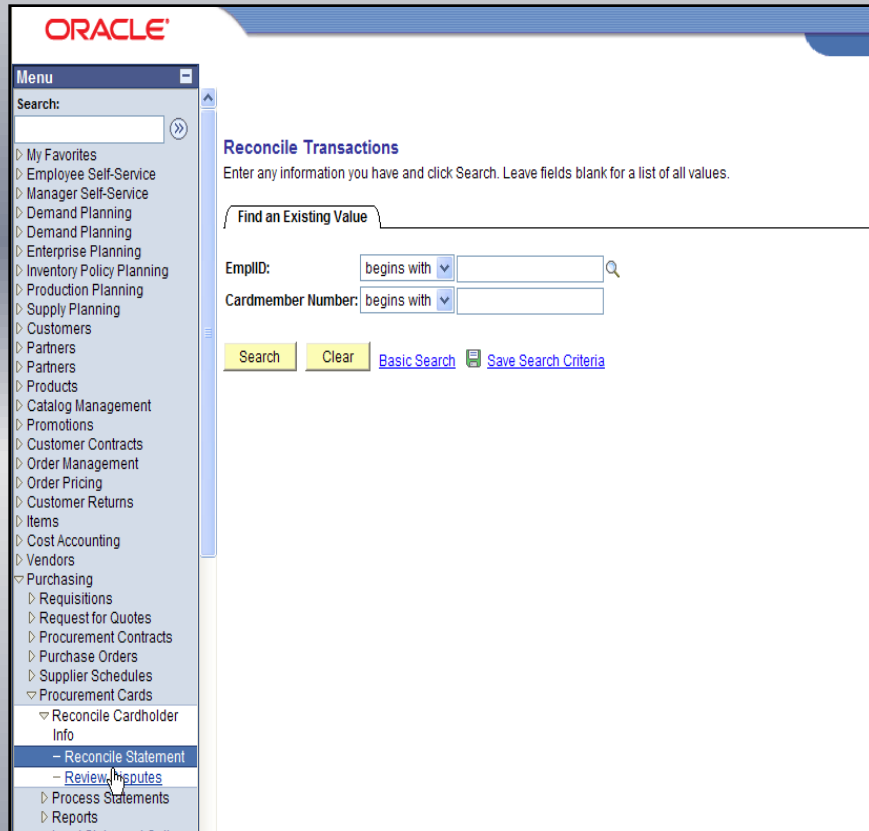
Proxies

*User ID	Description	Role	Requester Default	Buyer Default
LIGRONVOLD@ND.GOV	Gronvold, Lynn I	Purchasing Card Role	<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel

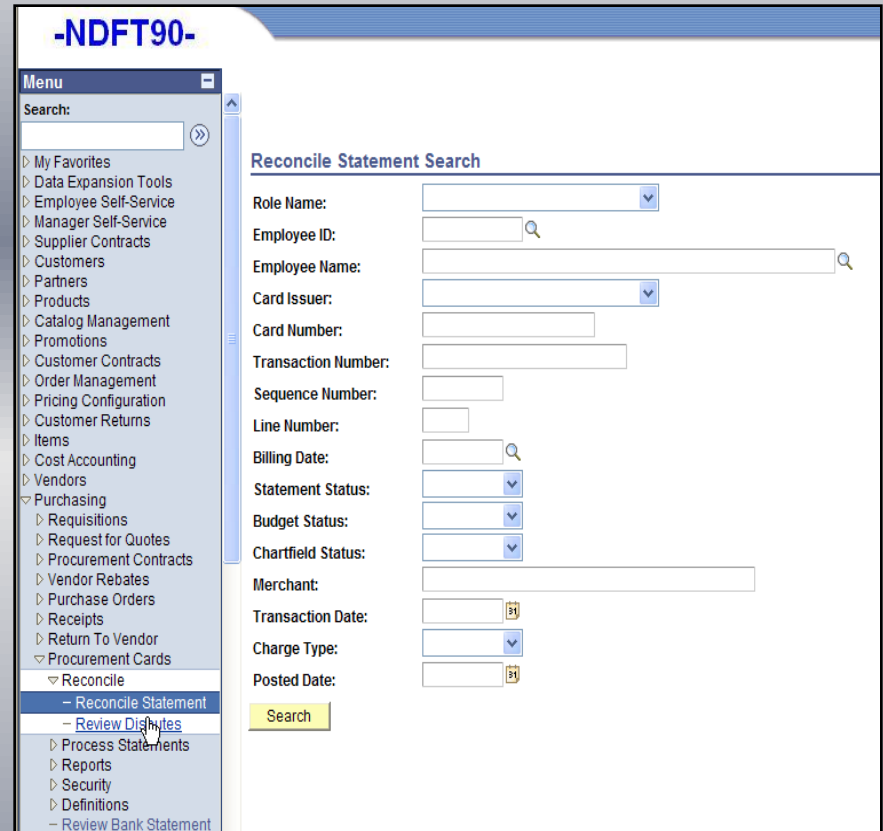
# Reconcile Statement

## Version 8.4



The screenshot shows the Oracle Version 8.4 interface for 'Reconcile Transactions'. The left sidebar contains a 'Menu' with a search bar and a list of categories including My Favorites, Employee Self-Service, Manager Self-Service, Demand Planning, Enterprise Planning, Inventory Policy Planning, Production Planning, Supply Planning, Customers, Partners, Products, Catalog Management, Promotions, Customer Contracts, Order Management, Order Pricing, Customer Returns, Items, Cost Accounting, Vendors, Purchasing, Requisitions, Request for Quotes, Procurement Contracts, Purchase Orders, Supplier Schedules, Procurement Cards, Reconcile Cardholder Info, Reconcile Statement, Review Disputes, Process Statements, and Reports. The main content area is titled 'Reconcile Transactions' and includes a search bar, a 'Find an Existing Value' tab, and input fields for 'EmplID' (with a 'begins with' dropdown) and 'Cardmember Number' (with a 'begins with' dropdown). Below these fields are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

## Version 9.0



The screenshot shows the Oracle Version 9.0 interface for 'Reconcile Statement Search'. The left sidebar is titled '-NDFT90-' and contains a 'Menu' with a search bar and a list of categories including My Favorites, Data Expansion Tools, Employee Self-Service, Manager Self-Service, Supplier Contracts, Customers, Partners, Products, Catalog Management, Promotions, Customer Contracts, Order Management, Pricing Configuration, Customer Returns, Items, Cost Accounting, Vendors, Purchasing, Requisitions, Request for Quotes, Procurement Contracts, Vendor Rebates, Purchase Orders, Receipts, Return To Vendor, Procurement Cards, Reconcile, Reconcile Statement, Review Disputes, Process Statements, Reports, Security, Definitions, and Review Bank Statement. The main content area is titled 'Reconcile Statement Search' and includes a search bar and input fields for 'Role Name', 'Employee ID', 'Employee Name', 'Card Issuer', 'Card Number', 'Transaction Number', 'Sequence Number', 'Line Number', 'Billing Date', 'Statement Status', 'Budget Status', 'Chartfield Status', 'Merchant', 'Transaction Date', 'Charge Type', and 'Posted Date'. Below these fields is a 'Search' button.

### Old Navigation:

Purchasing > Procurement Cards >  
Reconcile Cardholder Info > Reconcile Statement

### New Navigation:

Purchasing > Procurement Cards >  
Reconcile > Reconcile Statement

## Version 8.4

**ORACLE**

Home | Wo

**Bank Statement**

Name: Deschene,Priscilla K    EmpID: 7005301    Credit Card: GE    Account: 70053016989

**Reconcile Statement**    Customize | Find | View All | First | 1-7 of 15 | Last

Line	Trans Date	Merchant Name	Modified by	MCC	Reference Number	*Status	Transaction Amount	Currency
<input checked="" type="checkbox"/>	03/04/2008	COMMUNITY TRANSPORTATI				Approved	310.00	USD
<input type="checkbox"/>	03/07/2008	A S E				Approved	1,358.00	USD
<input type="checkbox"/>	03/14/2008	ATSSA				Approved	120.00	USD
<input type="checkbox"/>	03/17/2008	AASHTO				Approved	450.00	USD
<input type="checkbox"/>	03/17/2008	AASHTO				Approved	450.00	USD
<input type="checkbox"/>	03/19/2008	UNIVERSITY OF MARY				Approved	1,900.00	USD
<input type="checkbox"/>	03/20/2008	AASHTO				Approved	580.00	USD

Fetch    Template    Split Line    PO Related Info    **Distribution**    Comments

Save    Return to Search    Previous in List    Next in List    Notify

## Version 9.0

**-NDFT90-**

Home | Work

**Reconcile Statement**

**Procurement Card Transactions**

☐ Display Unmasked Card Number


**Bank Statement**    Customize | Find | View All | First | 1-7 of 7 | Last

Transaction	Billing	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/>	Carlson,Dallas	GE	*****6287	02/11/2008	IACIS	Approved	50.00	USD	Valid	Yes	No
2	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	3,230.00	USD	Recycled	No	No
3	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/25/2008	ATSSA	Approved	25.00	USD	Recycled	No	No
4	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/26/2008	ATSSA	Approved	95.00	USD	Recycled	No	No
5	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/28/2008	ATSSA	Approved	190.00	USD	Valid	Yes	No
6	<input type="checkbox"/>	Lien,Larry	GE	*****6963	02/26/2008	CATCO	Approved	34.98	USD	Recycled	No	No
7	<input type="checkbox"/>	Stanley,Ronald	GE	*****2870	01/04/2008	BODY ACTIVE	Approved	-364.74	USD	Valid	Yes	No

☒ Select All    ☐ Clear All    Stage    Verify    Approve

Search    Purchase Details    Split Line    Distribution Template

Save    Notify    Refresh

You will need to click on this icon  to reallocate.

NOTE: We have removed the ELAN cards from the Cardholder Profile.

You will only be able to see the GE Cards when reallocating.

**ORACLE**

**Account Distribution**

Line: 1 PO Qty: 1.0000 UOM: EA  
 Trans Date: 03/04/2008 Billing Amount: USD 310.00 Price:  
 SpeedChart:  \*Distribute by: Amount

**Distributions** Customize Find View All First 1 of 1 Last

Sel	*GL Unit	PO Qty	Amount	Location	*Account	Oper Unit	Fund	DeptID	Class
<input checked="" type="checkbox"/>	80100	1.0000	310.00		611020	801	200	0410	80130

[TAX Info](#) [Projects](#) Asset Information

OK Cancel

You no longer have to click on the projects link

**-NDFT90-**

Home Worklist Add to Favorites Sign out

New Window Help Customize Page http

**Reconcile Statement**

**Account Distribution**

Line: 5 PO Qty: 1.0000 UOM: EA  
 Billing Date: 03/03/2008 Billing Amount: USD 323.00 Price: 3230.00000  
 SpeedChart:  Unit Price: 323.00000 \*Distribute by: Amount

**Distributions** Customize Find View All First 1

Chartfields Details/Tax Asset Information Statuses

Dist	Percent	Amount	Currency	*GL Unit	*Account	Oper Unit	Fund	Dept	Class	PC Bus Unit	Project	Activity	Source Type	Category	Loca
1	100.0000	323.00	USD	80100	611020	801	200	0410	80130	80100	CP1500007	0705			

OK Cancel Refresh

You are able to enter project information right from here

-NDFT90-

Home

Worklis

## Reconcile Statement

### Procurement Card Transactions

☐ Display Unmasked Card Number

Bank Statement

Customize | Find | View All | First 1-7 of 7 Last

Transaction		Billing															
		Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency			Chartfield Status	Redistrib	Voucher Error			
1	<input checked="" type="checkbox"/>	Carlson,Dallas	GE	*****6287	02/11/2008	<a href="#">IACIS</a>	Approved	50.00	USD			Valid	<a href="#">Yes</a>	No			
2	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/25/2008	<a href="#">ATSSA</a>	Approved	3,230.00	USD			Recycled	No	No			
3	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/25/2008	<a href="#">ATSSA</a>	Approved	25.00	USD			Recycled	No	No			
4	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/26/2008	<a href="#">ATSSA</a>	Approved	95.00	USD			Recycled	No	No			
5	<input type="checkbox"/>	Deschene,Priscilla	GE	*****6989	02/28/2008	<a href="#">ATSSA</a>	Approved	190.00	USD			Valid	<a href="#">Yes</a>	No			
6	<input type="checkbox"/>	Lien,Larry	GE	*****6963	02/26/2008	<a href="#">CATCO</a>	Approved	34.98	USD			Recycled	No	No			
7	<input type="checkbox"/>	Stanley,Ronald	GE	*****2870	01/04/2008	<a href="#">BODY ACTIVE</a>	Approved	-364.74	USD			Valid	<a href="#">Yes</a>	No			

☒ Select All

☐ Clear All

Stage

Verify

Approve

[Search](#) [Purchase Details](#) [Split Line](#) Distribution Template

[Save](#)

[Notify](#)

[Refresh](#)

After you hit save, you should see the Chartfield Status change from Recycled to Valid and the Redistribution change from No to Yes

**-NDFT90-**

Hor



## Reconcile Statement

### Redistribution History

Line: 1

Redistribution History		Customize	Find	First 1 of 1 Last	
Last Change Date		User Modify			
1 04/08/2008 5:43:28PM		DMSCHUMACHER@ND.GOV			



Return

If you click “Yes” you will see the date, time and user name of who has modified the transaction



# Line Comments








**-NDFT90-**

Reconcile Statement

**Procurement Card Transactions**

☐ Display Unmasked Card Number

Bank Statement Customize Find View All First 1 of 7 Last

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	Status	Transaction Amount	Currency		Chartfield Status	Redistrib	Voucher Error
1	<input checked="" type="checkbox"/> Carlson, Dallas	GE	*****6287	02/11/2008	<a href="#">IACIS</a>	Approved	50.00	USD		Valid	<a href="#">Yes</a>	No
2	<input type="checkbox"/> Deschene, Priscilla	GE	*****6989	02/25/2008	<a href="#">ATSSA</a>	Approved	3,230.00	USD		Recycled	No	No
3	<input type="checkbox"/> Deschene, Priscilla	GE	*****6989	02/25/2008	<a href="#">ATSSA</a>	Approved	25.00	USD		Recycled	No	No
4	<input type="checkbox"/> Deschene, Priscilla	GE	*****6989	02/26/2008	<a href="#">ATSSA</a>	Approved	95.00	USD		Recycled	No	No
5	<input type="checkbox"/> Deschene, Priscilla	GE	*****6989	02/28/2008	<a href="#">ATSSA</a>	Approved	190.00	USD		Valid	<a href="#">Yes</a>	No
6	<input type="checkbox"/> Lien, Larry	GE	*****6963	02/26/2008	<a href="#">CATCO</a>	Approved	34.98	USD		Recycled	No	No
7	<input type="checkbox"/> Stanley, Ronald	GE	*****2870	01/04/2008	<a href="#">BODY ACTIVE</a>	Approved	-364.74	USD		Valid	<a href="#">Yes</a>	No

☒ Select All ☐ Clear All Stage Verify Approve

[Search](#) [Purchase Details](#) [Split Line](#) Distribution Template

**-NDFT90-**


Reconcile Statement

**Line Comments**

Line: 1 Description:

Reference:

Transaction Line Comments Find View All First 1 of 1 Last

Comments: Status: Active 

Associated Document

Attachment: